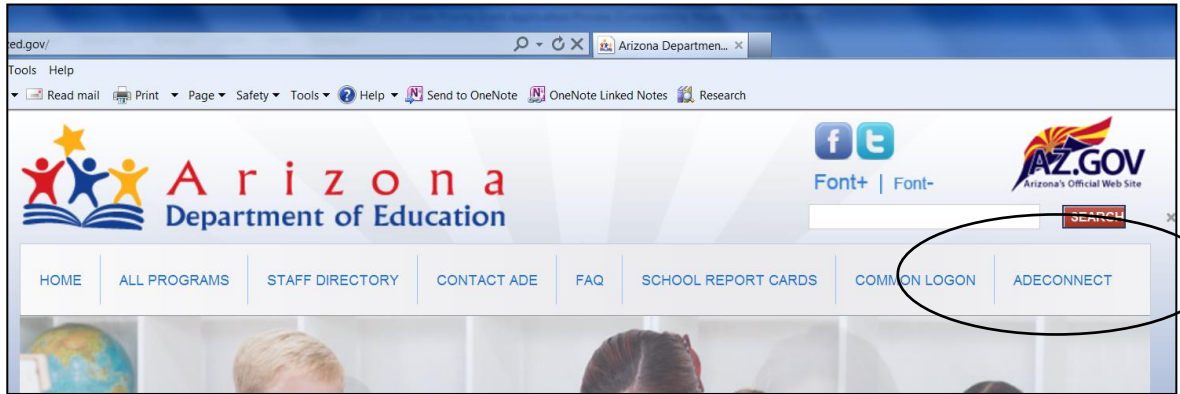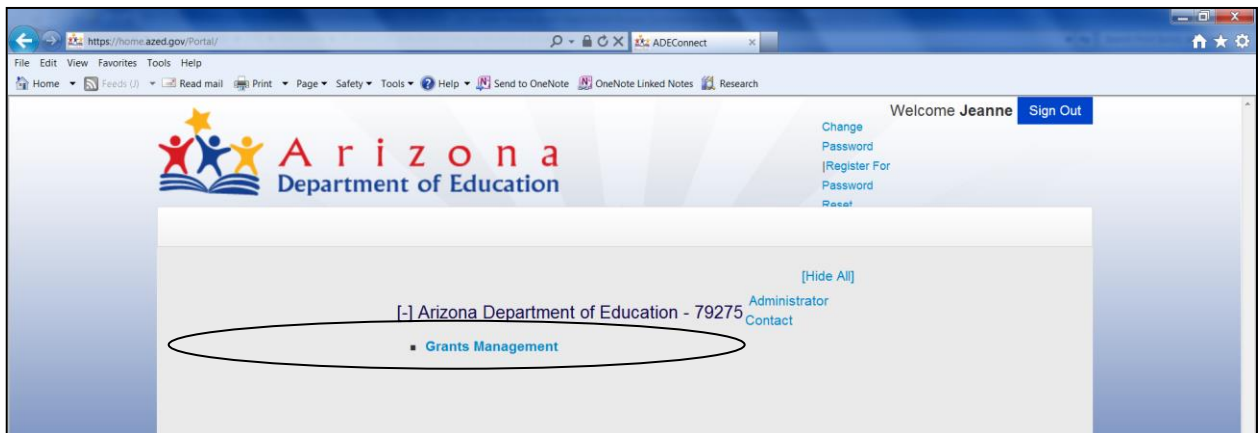# FY 2015 CTE State Priority Grant Application Process

Part I: Entering the GME System for the CTE State Priority Grant
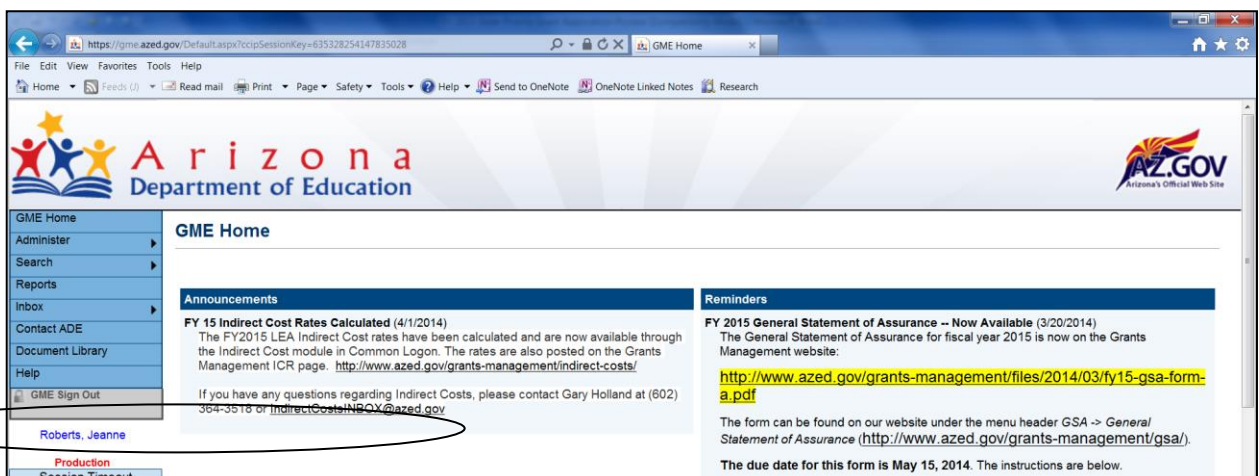
1. Go to the ADE Home Page at **http://www.azed.gov/**
   Select **ADECONNECT** in the upper right hand corner.
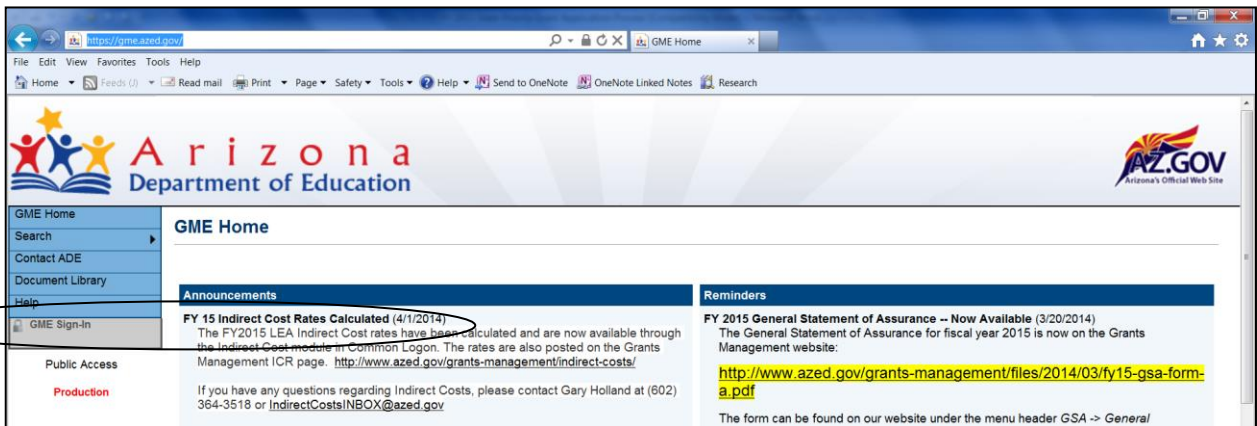

2. Select Grants Management

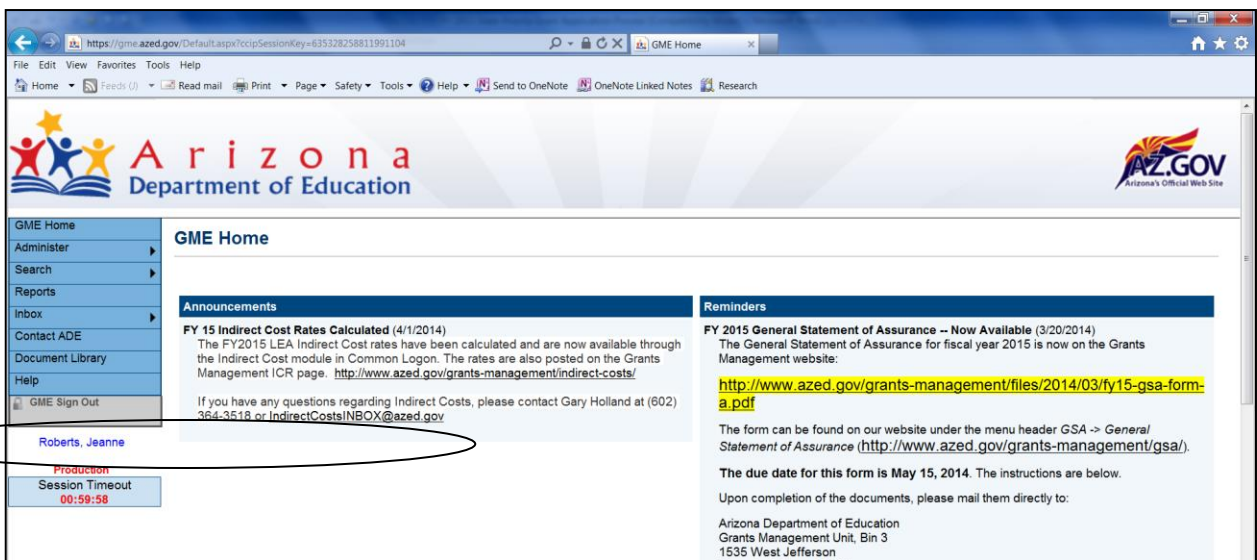
3. **The GME Home page will appear and your name should appear on left-hand column.**

4. **The GME system can also be accessed through https://gme.azed.gov/. Select GME Sign-In.**
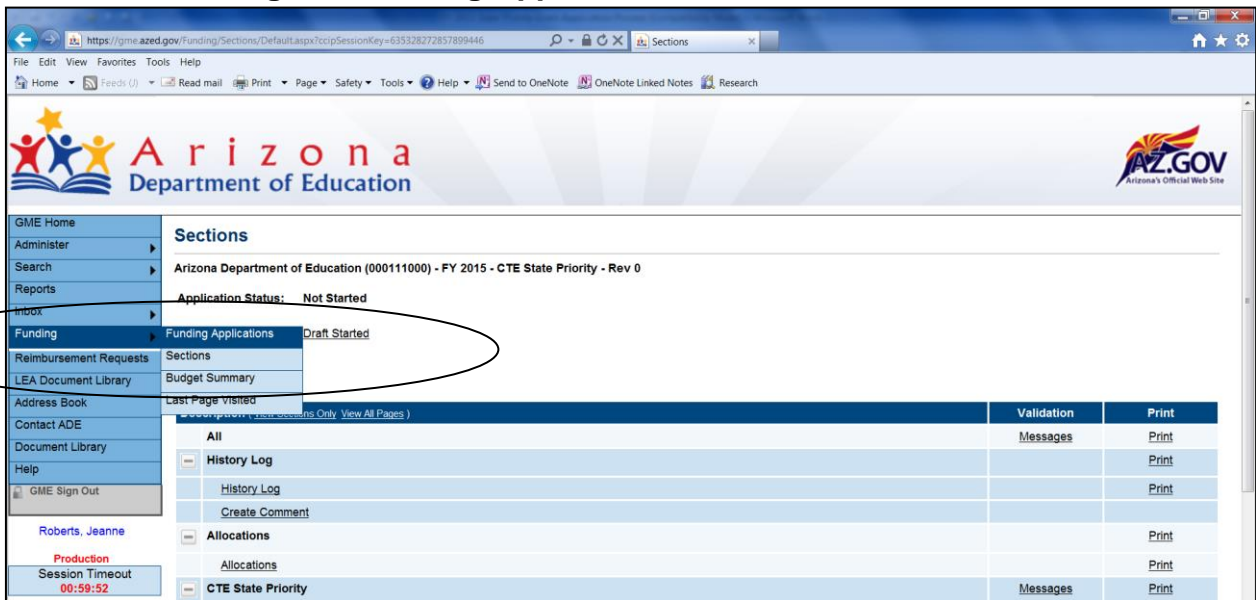

5. **Your name should appear on left hand column.**

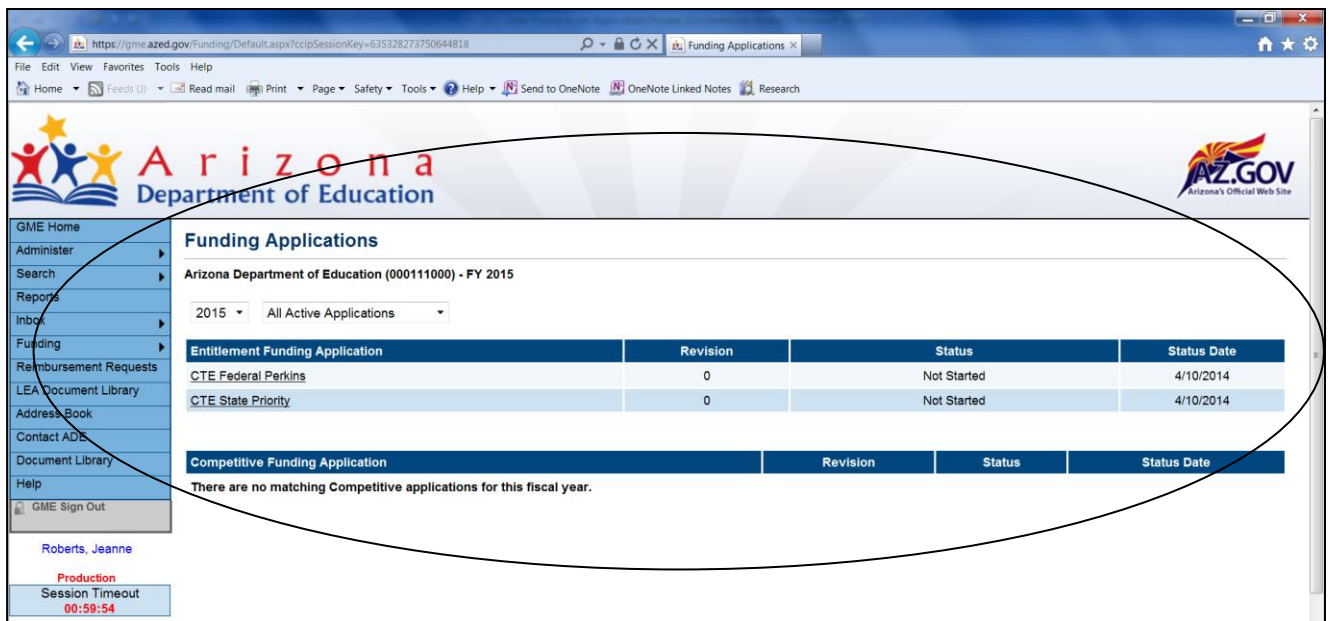**Part II: Creating the CTE State Priority Grant Application**

1. Select **Funding and Funding Applications**

2. The grants available to the district are listed with the status "**Not Started**". Note: The Funding Year may need to be changed to 2015.

3. Select **CTE State Priority** and then select **Draft Started**.

4. This prompt will appear to "confirm" draft is being started. Select **"Confirm".**

5. The Application Status changed from **Not Started** to **Draft Started**. This shows all the Sections of the State Priority grant application.

6. Refer to the step by step instructions on creating the budget in the FY15 Federal Perkins Grant Application Process handout found in Section 2, pages 10-18.

7. Use the CTE State Priority Checklist as a guide in the requirements for completing the budget pages.

8. The GPS will review and for those items with "**Attention Needed**" a narrative will follow the specific item indicating the additional revisions required.

9. The approval process for the CTE State Priority Grant is as follows:

- Draft Started
- Draft Completed
- LEA Business Manager Approved
- LEA Authorized Representative Approved-arrives at ADE/CTE for review
- SEA CTE State Priority Program Specialist Approved (your assigned GPS)
- SEA CTE State Priority Director Approved

If you need any assistance, contact your Grants Program Specialist.